

IDAHO EMERGENCY COMMUNICATIONS COMMISSION

OFFICIAL MINUTES

July 12, 2007

A meeting of the Idaho Emergency Communications Commission (ECC) was held on this date in the East Conference Room, Joe R. Williams Building, Boise, Idaho. Vice-Chairman Wills called the meeting to order at 1:05 p.m.

Members Present:

Rich Wills, State Representative, Commission Vice-Chairman
Teresa Baker, Ada County Prosecutor's Office
Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services
Joanna Guilfoy, Deputy Attorney General and Ex-Officio Member
Clint Berry, Qwest, Boise
R. David Moore, Blackfoot Police Chief, Commission Treasurer
Jim Lemm, J&R Electronics, INC., Coeur d'Alene

Members Absent:

Matt Beebe, Canyon County Commissioner
Kevin Quick, Chief, Pocatello Fire Department
Bill Bishop, Director, Homeland Security
Troy Hagen, Ada County Paramedics
Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
Chris Smith, Canyon County Sheriff

Others Present:

Dodie Collier, Statewide Interoperability Executive Council (SIEC)
David Dahle, Idaho Military Division
Paula Edmiston, Idaho Military Division
Lorraine Elfering, Canyon County Sheriff's Office
Nancy Gollaher, Idaho Military Division
Eddie Goldsmith, Idaho Military Division

1 Cindy Krapff, Idaho Military Division
2 Lynda Lyons, Ada County Sheriff's Office
3 Scot Maring, Department of Administration
4 Lex Rutter, Public Safety Communications Manager
5 William Shawver, Colonel, Idaho Military Division
6 Karen Wallen, Idaho Military Division
7 Mark Agenbroad, Idaho Military Division
8

9 **Acknowledgements**

10 Chairman Wills welcomes members. He stated that Chairman Nancolas is in the hospital and
11 it is thought he will be alright and may be released sometime today. He stated that he will call
12 Nancolas' secretary after the meeting for an update. A card and flowers will be sent on behalf
13 of the ECC. Commissioner Guilfooy was given an award of appreciation for her outstanding
14 guidance and direction while on the commission.
15

16 **Approval of Minutes**

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18 **MOTION: Commissioner Baker moved and Commissioner Gainor seconded that the**
19 **Commission approve the minutes of the 7 June, 2007 Idaho Emergency**
20 **Communications Commission meeting. The motion passed.**
21

22 **Financial Reports**

23
24 Amended Budget: Commissioner Moore, Treasurer, presented an amended budget. Due to
25 Eddie Goldsmith's move over to the military division, a change was made in the project
26 manager salary. Working with Nancy Gollaher who is with the Military Division, the number
27 \$76,188 changed to \$83,290; and added to what was already there, brought the total to
28 \$129,465.
29

30 **MOTION: Commissioner Cronin moved and Commissioner Gainor seconded that the**
31 **amended budget be accepted. Vice chairman asked for any discussion. It was requested**
32 **that the amended budget be changed to state that the project salary be labeled to include**
33 **benefits. The Motion passed.**
34

35 Current Statement: As of the closeout with the Department of Administration and the move to
36 the Idaho Military Division, so far \$84,501 has been spent. There is \$203,628 in the bank and
37 \$113,564 has been collected from the counties. Based on reports, Gooding, Lemhi, and Latah
38 counties are good after being delinquent last month.
39

40 **MOTION: Commissioner Baker moved and Commissioner Berry seconded that the**
41 **current financial statement be accepted. The motion passed.**
42

43 New Agenda: Commissioner Moore reported after going over numbers with Eddie Goldsmith
44 and meeting with Nancy Gollaher for inputs, a draft was prepared for next year's budget.
45 Under Administrative Expenses, there is a change to the project salary and benefit line from

1 \$83,290 to \$89,394 for 2008. The following line items were added: Training – the PSAP
2 group requested \$2,000. Commissioner Wills asked to add a line item for awards for \$400.00.
3 The following changes were made under In-State Travel: fuel was raised from \$2,000 to
4 \$3,000; Vehicle maintenance was raised from \$500 to \$1,000 and lodging and per diem was
5 raised from \$4,000 to \$5,600. Under Out of State Travel; Last year was budgeted for APCO
6 and NENA. This year APCO will be attended by Lex Rutter and the 911 Project Manager
7 will not attend. NASNA was added and travel costs were added for an additional person to
8 attend NENA with Eddie Goldsmith. Total allocated budget should be changed to reflect
9 \$149,434 and not \$143,330 as it states in the draft copy.

10
11 Commissioner Moore asks for a discussion on perhaps moving \$100,000 into the budget from
12 a carry over amount that the 911 commission is sitting on of approx \$200,000. Should it be
13 moved or should we sit on it for another year? Chairman Wills stated he would rather sit on it
14 in case of a crisis or need for a match grant or a contribution at a later date. Commissioner
15 Baker agreed as did Commissioner Lemm. Chairman Wills asked if there were any other
16 questions on the draft for 2008. Commissioner Berry made the comment that from an
17 industry perspective, as Idaho continues to grow, we're still seeing growth in wireline and
18 wireless. However, wireline is decreasing as people move toward voice over internet type of
19 protocol such as wireless, cable, etc. He cautioned to not think that wireline is going to stay
20 where it's at. Chairman Wills made the comment that it is his opinion that it may remain at
21 least neutral by the time it's over. Chairman Wills directed Commissioner Moore to draw up a
22 final draft and it will be voted on during the August meeting. Eddie Goldsmith brought up
23 that the Capital Improvement line in the draft was not covered. \$10,000 was added to the
24 Capital Improvement line due to the extra mileage being racked up on the Commission's
25 vehicle that Eddie drives. At the end of the year, will look to either sell it or add another
26 \$10,000 to buy a new car the year after.

27 28 **SIEC Update**

29
30 Dodie Collier, Project Manager for the Statewide Interoperability Executive Council (SIEC),
31 provided the following update:

32
33 RSP is on the street right now. It is for operational needs assessment and technical
34 resources across the state. It is not only for the counties and local but for the States
35 operations needs as well, and that will be closing on the 20th. That contract will be up and
36 running sometime in the Fall.

- 37
38 • There was not a SIEC meeting in June but there will be one in the 26th of July, 2007 at
39 Gowen Field 9:00a.m. to 1:00p.m., in building 440.
 - 40 ○ This month, the Technical subcommittee will be talking about the revision of
 - 41 the I-C-A-WIN document to take it from a concept into a planning document
 - 42 that council members will be seeing in the next few days for their input.
 - 43 ○ The funding subcommittee will give an overview and status of the 1 billion
 - 44 dollar program.

- The policy subcommittee will be discussing a revision of the bylaws to include the move to the military. Thanks were given to the JAG (Lt Col Dahle) for his assistance with that review.

E911 Project Manager Report

Mr. Goldsmith, Statewide E911 Project Manager, reported the following:

- I attended the National Association of State Administrators conference and the NENA conference. At the NASNA conference, we met with the FCC concerning the 43 million in grants available. The FCC asked, and we accepted a \$175,000 grant to develop a State plan that everyone can use as eligibility for future grants. The \$175,000 will be received in about 4 weeks and then given 12 months to do a plan. When the plan is complete, NASNA will meet with NTIA in order to assist them in how to divide the money. The NASNA will be having a huge input on where this money will go. It is the opinion of Eddie Goldsmith and others to direct the entire 43 million to every 911 center in the nation to get them all enhanced. This is the first step. Also, it was recommended that another 43 million dollar grant following this one, be given year after year until everyone is up the phase two.

- Grant money was found to supply Valley County and bring them up to enhanced. Eddie will be meeting with the Sheriff there to assist her in the letters she needs to put in, to transfer the money for training and exercises. This is 2004 money that they didn't know they had.

- Homeland Security called concerning Custer County with radio problems in their PSAP. They wanted to verify that if these problems were to be funded by them. Custer County didn't have the knowledge, so the radio technician from Sun Valley was called in to see exactly what the problem was. It was indeed a valid problem that will be fixed. The problem cannot be fixed permanently, however, as their system is not capable of next generation 911. In the future they will be assisted to bring their system up.

- Also Elmore County is very close to having a state of the art 911 center. Chairman Wills stated that he also had talked to the sheriff there about it. A positive plus that came about, is that there are going to be talks with Mountain Home Air Force Base about joining in the 911 system. Chairman Wills passed on to the commissioners, the appreciation the Chief and Sheriff expressed for what Eddie has done for them.

- There is a business call Link USA. Upon obtaining more information, this appears to be a company like NEXTEL. They claim they are a CRMS company and fall under FCC rules that exempt them from 911. Therefore, they will only provide a phone number. They said they were close to signing a contract with California and one in El Paso, Texas. This is not true. The State Administrator for California said no, she wouldn't support it. The State Administrator from Texas said he was never called. There is a company in Boise that will be selling this. It is not known what company it is yet, but Eddie stated would find out; and with the recommendation from the commission and the State Administrators, he will write a letter to the FCC for a reading on it. They have chosen Idaho as their first project out of 33 states and they feel they can come in and set a precedence that everyone will have to follow. The

1 precedence they set will have to be what the rules and regulations are specified for the State of
2 Idaho. Eddie will do more research and drafted a letter for the commission to read before
3 submitting to the FCC. Commissioner Cronin asked if Eddie thought that NASNA as an
4 institute will endorse Idaho's opinion. The answer was yes, they will. NASNA's comments to
5 Eddie where that; he knows what's going on and should take the "bull by the horns" this time.
6 They said to let them know if he needs help with it. Chairman Wills comment was that he
7 may want to let them know that he doesn't mind leading the battle, but that he needs their
8 support along with a letter. Commissioner Baker commented that having NASNA's support
9 is important. Commissioner Moore stated that if there is a letter back from FCC saying they
10 do meet the guideline of 911, the commission may need a letter from the Attorney General,
11 and Eddie added; an endorsement from the FCC also.

12
13 Commissioner Berry asked to clarify that the 175,000 is given to NASNA and then NASNA
14 as an association is designing a state template that we can use. Eddie stated that the Strategic
15 Plan may want to be held off until we see what's going to come out of this. The commission
16 was authorized 10% of this money be used for administrative purposes, so therefore the 10%
17 is going toward paying for the Sacramento trip in September where everyone will get
18 together. Out of that meeting, we will know what direction to go. Commissioner Berry stated
19 that the subcommittee is looking at Strategic Plans, State Plans, and the PSAP Standards,
20 which will all be tied together, so we should probably hold off seeing if this template can be
21 used and replicated. That is also the recommendation from Eddie Goldsmith; as he stated that
22 we will have to follow the guidelines of whatever comes out to be eligible for the grants. He
23 stated he would hate to see us work for the next 12 months to develop a plan that will have to
24 be redeveloped again to meet those requirements. Commissioner Baker stated that she is
25 concerned that if we are going to move forward and ask for more money, there has to be a
26 plan by January or there is not going to be more money. The Chairman stated that he thought
27 that a skeleton or a basic plan can be made, and then be changed and tweaked as we find out
28 what the needs are. The Chairman asked if everyone agreed on making a skeleton plan.
29 Commissioner Berry asked Eddie about the NASNA workgroup. Eddie stated that they
30 would meet as a group together at one time. Probably out of that group, will be a
31 subcommittee that is going to be working with a consultant. Commissioner Berry asked if
32 Eddie will be on the subcommittee. He strongly urged that he find a way to get on this
33 subcommittee.

34 35 36 **"PSAP Standards" Subcommittee Report**

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38 Lynda Lyons, Chair of the PSAP Standards Subcommittee, reported that they have been in
39 existence for two months, and through conversations with Eddie, it was decided to meet every
40 other month and try to do some of that through teleconferencing. The focus is on two goals;
41 one to provide basic 911 training to entry level dispatchers by the end of this year; and the
42 other, to share knowledge as PSAP managers with other PSAPs that are going through basic
43 and have PSAP some workshops to give instruction at manager level. Commissioner Moore
44 asked if there were any concerns budget wise. Commissioner Lyons said there were no
45 concerns.

Legislative Update

Commissioner Baker asked if Eddie can get some numbers together by August in order to start a skeleton plan. Also she asked if everyone had had an opportunity to talk to their groups and associations to see where they stand on changing the legislation to add to \$0 .25 to current communication fees. Commissioner Moore stated that he brought it up to the Chief's Association of the AIC conference in June. Not all were in support of it, and the ones who were vocal against it, did not understand why they would want to tack on another quarter to give their money to somebody else. But if it were put to a vote, Commissioner Moore stated that the majority of the association would be in support. Chairman Wills commented on how important it is to support this in the long run for the benefit of everyone. Eddie Goldsmith added that the subcommittee can work on a communication plan to help not only our legislators, but to help associations understand that they are not going to lose anything today. We're trying to do something on a State wide perspective and they're not going to lose any revenue payment they've got today but are actually getting 1% back. Commissioner Baker said she talked to the Association of Counties who don't have a problem so far; and she talked to Sheriff Aman, who stated he hadn't heard of anyone at the Sheriff's Association who had a problem with it. Sheriff Aman also stated he would support it.

New Business

The next meeting will be August 2, 2007, in the East Conference Room, Joe R. Williams Building, 700 West State Street, in Boise.

The September meeting will be September 6, 2007, in Blackfoot, Idaho. The location will be City Hall. The timeframe will be from 9:00 a.m. going through the day. A discussion was made on a group going down the night before. Commissioner Cronin suggested group arrangements be made in order to get a better hotel rate, etc. Chairman Wills asked Col Shawver for his help on this. Col Shawver offered for the Military Division to send out an email to all the commissioners, to make a single group reservation. This can be done at a Federal/State rate and also make arrangements for transportation. Chairman Wills agreed that this would be a good idea and should be done as soon as possible. Col Shawver stated that an email would be sent out with contact numbers. Commissioner Moore recommends this be done now, as the meeting will be held during Fair week and hotel accommodations might be difficult.

Open Comment Period

Scot Maring mentioned that his name as a state contact on the FCC web site should probably be changed, as he will no longer be in the support roll. It was decided that Eddie Goldsmith be the new state contact along with Commissioner Cronin. Commissioner Moore asked Col Shawver about travel, due to the military changes. Col Shawver introduced Karen Wallen who will be the point of contact for travel for the Commission. He also stated that an information paper published within the next few days will be sent out to everyone electronically. This will contain all names, contact numbers and email addresses for

1 personnel, budget, and accounting. For now, Col Shawver will be the point of contact for the
2 commissioners.
3

4 **Adjournment**
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6 **MOTION: It was moved by Commissioner Gainor to adjourn the July 12, 2007 Idaho**
7 **Emergency Communications Commission meeting at 1:55 p.m. The motion passed.**
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11 _____
12 State Representative Rich Wills, Vice-Chairman
13 Idaho Emergency Communications Commission
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15 _____
16 Teri S. York, Administrative Assistant
17 Idaho Military Division
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